



# CITY OF ATLANTA

## Job Announcement

### OCCUPATIONAL SAFETY ADMINISTRATOR

**STARTING SALARY: \$40,596\***

**Salary Grade: 21**

**Applications Accepted From: January 12, 2004 until vacancies are filled or until January 23, 2004**

Our office will be closed on Monday, January 19, 2004 in observance of Dr. Martin Luther King, Jr. Day.

#### **Minimum Job Requirements**

Persons applying must have a Bachelor's degree in Safety Management, Industrial Engineering, Industrial Education or a related field; and three years of experience in safety program administration and/or safety training. Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Licenses and Certificates**

Persons applying must possess a valid State of Georgia driver's license at the time of appointment.

#### **Duties of the Job:**

This employee develops and administers departmental safety and health programs; administers the department's worker's compensation program which includes tracking claims, medical treatment and employees' work status; provides safety orientation to all new and transferred employees; conducts safety inspections of work-sites noting safety hazards; makes recommendations on corrective measures and follows up on implementation; investigates departmental accidents; assures compliance with OSHA, state and local safety requirements; conducts training in first aid, defensive driving and other safety areas as necessary.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.**

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification required prior to appointment.

**\*\*POSTED SALARY PENDING FINAL APPROVAL OF THE 2004 BUDGET.**